



**Lake County Planning Commission**  
**Competitive Community Development Block Grant Program**  
**FY 2011 (October 1, 2011 – September 30, 2012)**  
**Application for Assistance**

Interested CDBG Applicants:

Thank you for expressing interest in Lake County's FY 2011 Community Development Block Grant Program (CDBG).

Lake County will be submitting the FY 2011 Action Plan, as part of the Consolidated Plan, to the Department of Housing and Urban Development (HUD), no later than August 15<sup>th</sup>. Prior to the submission of the Consolidated Plan, two public hearings will be held. The first public hearing held April 15, 2011, was a general information hearing to inform interested citizens about the CDBG program; to solicit comments regarding the proposed use of funds; and to present information about eligible and ineligible CDBG activities. The second public hearing will present the County's proposed use of its FY 2011 CDBG funds. Notices of these hearings are published in the News-Herald.

Attached is an application to participate. Note that there are two (2) applications – one (1) for Public Service and one (1) for Non-Public Service Activities (i.e. construction projects) to choose from.

Any organization requesting CDBG funds for a Public Service activity must show justifiable need. A public service must either be a new service, or a quantifiable increase in the level of a service about that which has been provided over the preceding twelve months; or evidence of a decrease in the level of a service that was the result of events not within the control of the unit of general local government or agency; and that other sources of funding have been investigated and are unavailable.

The proposed use of CDBG funds must be for an eligible CDBG activity that benefits low and moderate income persons, eliminates slum and blight, and/or meets an imminent threat/urgent need.

Lake County's total FY 2011 CDBG allocation is estimated to be approximately 20% less than FY10. The FY10 allocation was \$1.5m. The maximum total amount available for public service activities will be 15% of the total allocation.

In addition to the reduced funding available, there are always more requests than available funds. Consequently, you should be aware that your request may not be funded, and that *if* funded, there would be no guarantee of continued CDBG funding in succeeding years. Lake County staff will thoroughly review the applications and required information in pursuit of the most qualified and applicable projects. A detailed list of required items is noted on p. 11 of the applications in order to maintain Lake County's compliance with the US Department of Housing and Urban Development. Please submit all required information.

Lake County will review all funding requests and present the proposed FY 2011 CDBG activities at the second public meeting. **A proposed statement of CDBG and HOME Program Activities will be published on or about June 15, 2011** at the start of the 30-day public comment period.

Interested applicants will need to complete this application and return it to the Federal Grants Office, located at 125 E. Erie Street, Painesville, Ohio 44077 **no later than 4:00 Friday, May 20, 2011.**

Contact Info: Jason W. Boyd, Planning Director  
440.350.2740  
jboyd@lakecountyohio.org

**PUBLIC SERVICE APPLICATION PACKET**

## GENERAL PROGRAM GUIDELINES AND ELIGIBILITY

The Community Development Block Grant (CDBG) Program provides annual grants on a formula basis. This is a flexible program that provides communities with a wide range of unique community development needs. The goal of the CDBG Program is to develop viable urban communities by providing decent housing and a suitable living environment along with expanding economic opportunities, for persons of low and moderate incomes.

### **CDBG activities must meet one of the following national objectives:**

1. Benefit to low- and moderate income persons
  - a. Direct benefit
  - b. Area-wide (project located in an LMI block group or established by income survey)
2. Elimination of slum and blighting conditions
3. Address urgent community development needs

### **Eligible Applicants:**

The following types of organizations are eligible to apply for CDBG Funds:

- Units of general purpose government for “balance of County” villages, municipalities, and townships. (excluding the City of Mentor and Waite Hill Village)
- Private, non-profit organizations, small business investment corporations, or community development corporations, with specific community development and/or housing programs.
- Institutions of higher education
- Public Housing Authorities

**Eligible Activities per Lake County Consolidated Plan include:** (Each proposed project must be both an eligible activity and meet one of the National Objectives)

- Employment services (e.g., job training);
- Crime prevention and public safety;
- Child care (limited clientele only);
- Health services;
- Substance abuse services (e.g., counseling and treatment);
- Fair housing counseling;
- Education programs;
- Energy Conservation;
- Services for senior citizens;
- Services for homeless persons;
- Welfare services (excluding income payments);
- Down payment assistance; and
- Recreational services.

**Ineligible Activities:**

- Buildings or portions thereof, used for the general conduct of government
- General government expenses
- Political activities

**Generally Ineligible activities:**

- Purchase of equipment
- Operating and Maintenance expenses
- New housing construction
- Income payments

Please fill out the application in its entirety and return the same with the following:

1. Resolution authorizing the filing of the application
2. Location Map
3. Service Area Map or Spot-Slum & Blight Cert. or Slum and Blight Area Resolution & Survey, whichever applies
4. Engineer's Cost Estimate (please include engineering fees if applicable)
  - a. Estimates must include Davis-Bacon Rates for non-residential projects in excess of \$2,000.00
5. Letter of Commitment for match funds (CDBG funds will not be awarded unless all funding sources are committed if the project requires multiple funding sources)
6. Year end financial statement
7. 501 3 C documentation

**Submission Date: May 20, 2011 at 4:00 p.m.**

Technical Assistance: The County's Community Development staff will work with all eligible applicants submitting proposals before the established deadline to develop technically acceptable applications. Please call Jason Boyd at 440.350.2740 between the hours of 8:30 a.m. and 4:00 p.m.

**Please note that you must have attended the mandatory technical assistance meeting on April 15, 2011 in order for your application to be eligible.**



**Lake County Planning Commission**  
**FY 2011 APPLICATION FOR PUBLIC SERVICES ACTIVITIES**

**I. General Information**

Community Name	Chief Executive Officer ( )
Street Address	Direct Telephone #
City / Zip	Contact Person ( <i>primary grant administrator</i> )
Federal Tax ID # ( )	Title ( )
Main Telephone #	Direct Telephone #
DUNS #	E-Mail ( )
	Fax Number

***I certify that this Community and/or agency possesses the legal authority to proceed with this project if it is awarded, copy of authorizing documentation attached, that the information contained herein is true and correct and that the submittal of this application has been duly authorized.***

Type Name of Chief Executive Officer:	Title:
Signature:	Date:

## II. Project Specific Information

<b>Project Title:</b>  <i>If this is a joint application, please specify other communities and lead agency:</i>	<b>National Objective:</b> (check those that apply)  <input type="checkbox"/> Benefit to Low/Moderate Income Persons  <input type="checkbox"/> Direct* <input type="checkbox"/> Area-wide** (See attached map)  <input type="checkbox"/> Prevent/Eliminate Slum & Blight****
<b>Amount of CDBG Funds Requested:</b> _____ <b>Matching Funds:</b> _____ <b>Total Cost of Project:</b> _____ <b>Community/Agency Leverage:</b> _____ % <b>CDBG Leverage:</b> _____ %	<b>Project Location: Description and Census Block Groups</b> <b>Mailing address (nearest to activity)</b> _____  <b>Census Tract</b> _____ <b>Block Group</b> _____ <b>LMI%</b> _____ <a href="http://factfinder.census.gov">http://factfinder.census.gov</a>
<b>By Census Block Groups:</b>  <b>Total Persons</b> _____ <b>Total LMI Persons</b> _____ <b>OR</b> <b>Limited Clientele:***</b> <b>Total # of persons project will serve</b> _____ <a href="http://factfinder.census.gov">http://factfinder.census.gov</a>	<b>CDBG Cost per Beneficiary:</b> <b>CDBG Funds Requested:</b> _____  <b># of beneficiaries:</b> _____  <b>CDBG Grant/Beneficiaries</b> _____
<b>Total population of community per 2000 Census:</b> _____	<b>Number of Beneficiaries/Total Population:</b> _____ %

## III. Project Summary (General Description of the Project in 50 words or less):

- \*Direct : Verified by income documentation of each beneficiary household.
- \*\*Area-wide: Project is located in an LMI Block Group (42.2% LMI or more, see map attached) or Established by Income Survey (please attach survey summary)
- \*\*\* Limited Clientele: Abused children, elderly persons, battered spouses, homeless persons, adults meeting Bureau of Census definition of severely disabled adults, illiterate adults, persons living with the disease AIDS, and migrant farm workers.
- \*\*\*\*Slum/Blight: See Slum/Blight requirements on p. 11.

**IV. Statement of Need** *(Please describe the issue(s) the project will address):*

**V. Project Narrative / Description (Solution):**

*A. Who is the beneficiary of the project?*

*B. How did you arrive at the number of beneficiaries?*

*C. What is the goal of the project?*

*D. How will you measure these goals?*

*E. How will the project be implemented?*

1. County \_\_\_\_\_ 2. Subrecipient Agreement \_\_\_\_\_

*Please detail implementation:*

*F. What is the impact of the project on the community/beneficiaries?*

*G. How does the project fit into the overall goals of the community?*

*H. What is the exact location of the project?*

*I. Please list each individual who will work on this project, their role and experience. (Monitoring, construction approval, Davis Bacon enforcement, contractor payments, contract changes and reimbursement preparations)*



**VI. Budget** (Per HUD criteria, Davis Bacon applies to all non-residential construction projects over \$2,000.00)

Project Title \_\_\_\_\_

Applicant \_\_\_\_\_

\* Leverage \_\_\_\_\_%

Leverage: Add the amount of funds committed and documented from sources other than CDBG, including in-kind contribution and divide by the total project cost.

<b>USE OF FUNDS</b> <i>Davis Bacon Wage Rates shall be included in all estimates</i>							
	COUNTY CDBG	APPLICANT	STATE	OTHER	PRIVATE	IN-KIND CONTRIBUTATION	TOTAL
Construction hard costs							
Contingency							
Architectural/ Engineering							
Administration (i.e. Advertising)							
Total Project Cost							

**Please Note: Submit Third Party Cost Estimates and Documentation of all sources of other funds committed to project.**

Explain In-Kind Contribution and Breakdown Costs: (i.e. \$10,000 City Engineer, \$10,000 Chamber of Commerce)

Please Note: Dollars not committed by a letter from the proper authority will not be counted as leverage.

**VII. Schedule** – Each project activity must be listed and an estimated time of completion identified.

Project Title \_\_\_\_\_ Applicant \_\_\_\_\_

**M I L E S T O N E S**

Individual Work Activity (List)	Dates	Dates	Dates	Dates	Dates	Dates
County Awards Contracts						
Project Completion						XXXXX
Audit						XXXXX

**PLEASE NOTE: CONTRACT SCHEDULE**  
**October 1, 2011 - August 31, 2012**

**VIII. All applicants *MUST* attach the following documentation:**

1. Resolution authorizing the filing of the application;
2. Location Map (lakegis.org)
3. Service Area Map or Spot-Slum & Blight Cert. or Slum and Blight Area Resolution & Survey, whichever applies.
4. Cost estimate for the program/service
5. Letter of Commitment for match funds
6. If applicable, Income Survey documentation if qualifying the project under area-wide benefit in a non-eligible block group.
7. 501 c 3 documentation.
8. Fair Housing activities (outreach, marketing, compliance, see pages 12 & 17 for reference).
9. Where applicable, Section 3 (outreach, compliance, see pages 13 & 17 for reference).

**NOTE:** Where applicable, Applicants who submit construction projects in non-eligible block group areas (see map attached for eligible area-wide benefit block groups) will be required to undertake an area income survey to demonstrate that at least 42.2% of the beneficiaries are low and moderate income persons.

**IX. All applicants from non-profit agencies *MUST* include a list of Board Members, Trustees and Officers of their organization, identifying any who are elected officials or employees of Lake County, or who will benefit through contract services from the CDBG funds.**

**X. Non-profit agencies *MUST* include a copy of their latest approved annual budget.**

***Authorization:***

The undersigned hereby represents that he/she is authorized by the agency/applicant named above to submit this application for CDBG funding, and attests that all information herein is accurate. If CDBG funding is granted, the agency, by submitting this application, agrees to comply with all CDBG, HUD, and **Lake County** regulations.

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Applicant is required to complete all information as completely and accurately as possible to aid in the project review process. Additional information may be submitted and attached.

**Submit five (5) applications no later than 4:00 p.m. Friday, May 20, 2011 to:**

**Jason Boyd, Planning Director  
Lake County Planning Commission  
125 Erie Street  
Painesville, Ohio 44077**

## FAIR HOUSING ACTIVITIES

The Federal Fair Housing Act prohibits discrimination based on race, color, religion, national origin, sex, disability, and familial status. Ohio law also prohibits discrimination based on ancestry and military status. The Federal Fair Housing Act requires the Secretary of HUD to administer the programs and activities relating to housing and urban development in a manner *affirmatively to further the policies* of the statute. That is, HUD is required to take actions to affirmatively address segregation based on race and other protected classes, as well as to address acts of discrimination. This duty extends beyond HUD to those governmental entities that receive Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funds. Applicants and recipients of this funding whether agency or community are required to certify that they will take steps to “affirmatively further fair housing” (“AFFH”). Actions to AFFH should further policies of federal and state fair housing laws by actively promoting wider housing opportunities for all persons while maintaining a nondiscriminatory environment in all aspect of public and private housing markets.

HUD is currently preparing regulations that will provide additional guidance to local governments regarding their AFFH obligations. In the interim, the court case *U.S. ex rel. Anti-Discrimination Center v. Westchester County*, combined with HUD’s existing *Fair Housing Planning Guide* and the CDBG/HOME regulations, offers the best guidance to local governments regarding their AFFH obligations.

In order to be eligible for CDBG and HOME funding in Lake County, applicants are required to undertake and document fair housing activities. County staff, in conjunction with Fair Housing Resource Center, Inc. will present a dedicated AFFH Briefing on April 26<sup>th</sup> at 11:00 am which will be held at 125 East Erie Street Planning Commission Conference Room. Applicants requiring additional guidance in determining appropriate activities to meet their obligations to affirmatively further fair housing are encouraged to attend. Inquiries can also be directed to Marian Norman, Program Manager (440) 350-2756 or [marian.norman@lakecountyohio.gov](mailto:marian.norman@lakecountyohio.gov). The County strongly encourages all applicants to become thoroughly familiar with this topic.

Instructions: **Applicants will prepare and submit a narrative that describes the activities to be undertaken during the contract year to meet the obligation to affirmatively further fair housing. Please note: Applicants will be ineligible to receive funding unless it completes this attachment detailing their AFFH activities.** Applicants’ must plan to conduct and/or participate in activities using its own resources (financial, staff, etc.). Use no more than 2 typewritten pages to answer the following bullets. A few examples are shown below. Additional examples and suggestions will be discussed on April 26<sup>th</sup> and through consultation with county staff. Please refer to Tools on page 17 for additional information and resources.

1. Describe the applicant’s proposed AFFH activities for the FY 2011 contract year.

Example: Agency/City - Staff attends educational session regarding Fair Housing.  
City/Village/Township - Adopts Fair Housing ordinance/resolution.  
Agency/City – Plan and advertise event.

2. What protected classes do you anticipate will benefit from your proposed activities?

Example: ALL - Race, Color, Religion, Sex, National Origin, Disability, Family Status, Military

3. How will the identified protected classes benefit from the proposed activities?

Example: Agency (infant car seat distribution) - Beneficiaries will be made aware of equal housing opportunities and protected class status of families with children.

4. Who will be responsible for the AFFH activities? Provide name and title of all who will be involved.

Example: Agency/City – Executive Director, Case Management Staff / Elected Official/ Department Head

5. How will you document and report on your AFFH activities?

Example: Agency/City – Submit attendance of planned outreach events or client served with invoices

6. How will you promote your activities?

Example: Agency/City - Community newsletter, mailing, email, website, and local cable channel

## SECTION 3 INFORMATION

Each year the U.S. Department of Housing and Urban Development invests billions of federal dollars into distressed communities for projects designed to build and rehabilitate housing, improve roads, develop community centers, and otherwise assist families achieve the American Dream. The Section 3 regulation recognizes that HUD funding typically results in projects/activities that generate new employment, training and contracting opportunities. These economic opportunities not only provide “bricks and mortar”, but can also positively impact the lives of local residents who live in the neighborhoods being redeveloped. Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701u and 24 CFR Part 135] is **HUD’s legislative directive for providing preference to low-and very low-income residents of the local community** (regardless of race or gender), **and the businesses that substantially employ these persons, for new employment, training, and contracting opportunities resulting from HUD-funded projects.**

Further, as a condition of receiving HUD Community Planning and Development assistance, recipients certify that they will comply with the requirements of Section 3 annually pursuant to 24 CFR 570.607(b). Accordingly, the Department has the legal responsibility to monitor recipients such as Lake County for compliance and can impose penalties upon those that fail to meet these obligations.

All projects/activities involving **housing construction, demolition, rehabilitation, or other public construction—i.e., roads, sewers, community centers, etc.** that are completed with covered funding (CDBG, HOME and others) are subject to the requirements of Section 3. Contractors or subcontractors that receive contracts in excess of **\$100,000** for Section 3 covered projects/activities noted above are required to comply with the Section 3 regulations in the same manner as the direct recipient that provided funding to them. Section 3 applies to the **entire** covered project or activity regardless of whether the activity was fully or partially funded with covered assistance.

HUD requires that a recipient such as Lake County demonstrate compliance to the “greatest extent feasible” by meeting minimal Section 3 numerical goals. Those minimal goals include: 1) Commit to employ Section 3 Residents as 30% of the aggregate number of new hires. and 2) Commit to award at least 10% of the total dollar amount of all Section 3 covered contracts for building trades arising in connection with housing rehabilitation, housing construction and other public construction to certified Section 3 Businesses.

Inquiries can be directed to Marian Norman, Program Manager (440) 350-2756 or [marian.norman@lakecountyohio.gov](mailto:marian.norman@lakecountyohio.gov). The County strongly encourages all applicants to become more familiar with the requirements of Section 3. Additional information on this topic is listed on the Tools and Contacts page of CDBG and HOME Applications. Further training will be available locally through HUD in September 2011.

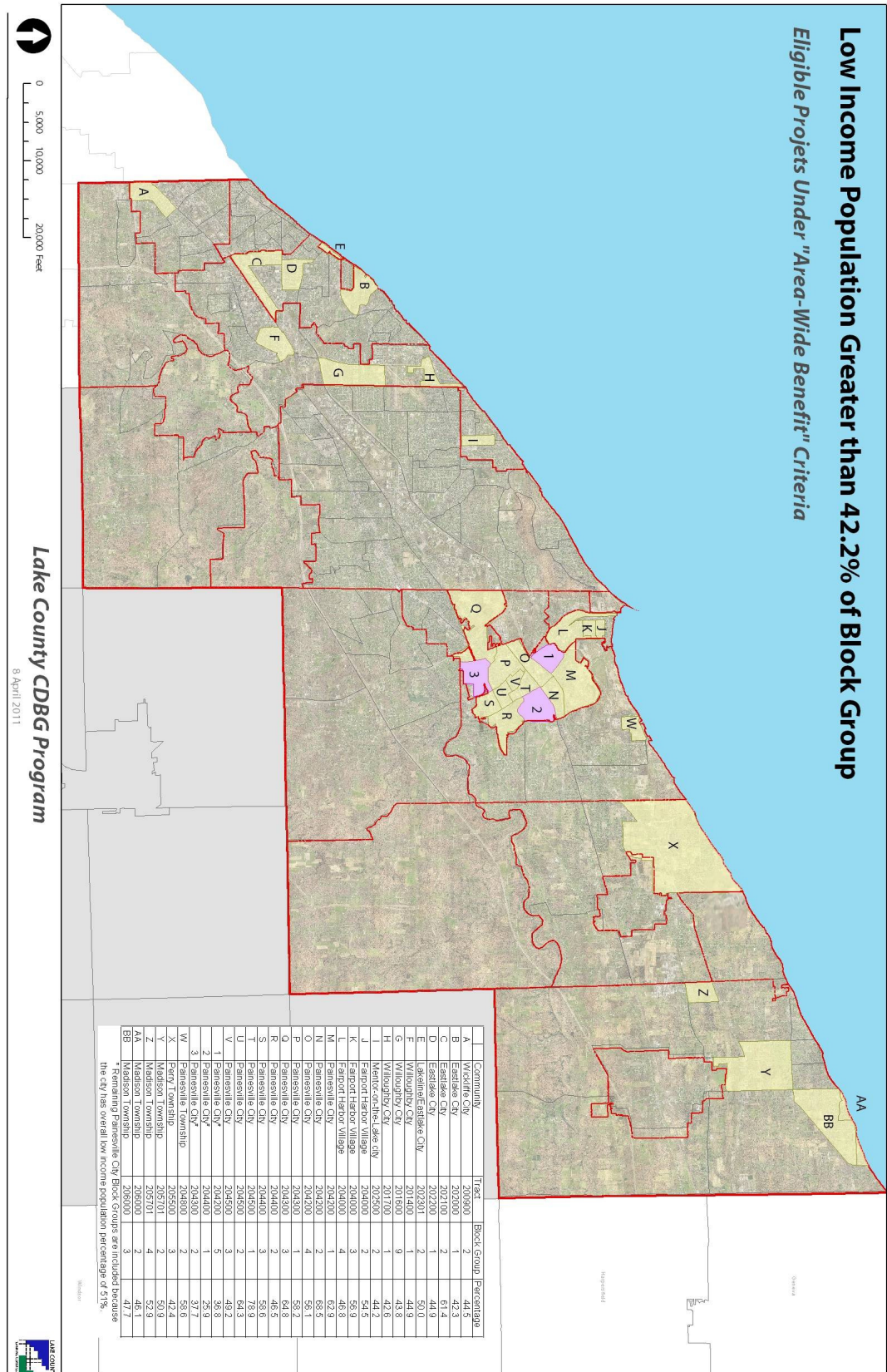
**Instructions: Submit a brief narrative answering the bullets below as part of the required attachments of CDBG/HOME application.**

- **Does the proposed project trigger Section 3 based on activity type?**
- **Does the proposed project trigger Section 3 based on cost threshold?**
- **Does your organization plan to use contractors or subcontractors that qualify as Section 3 certified businesses?**

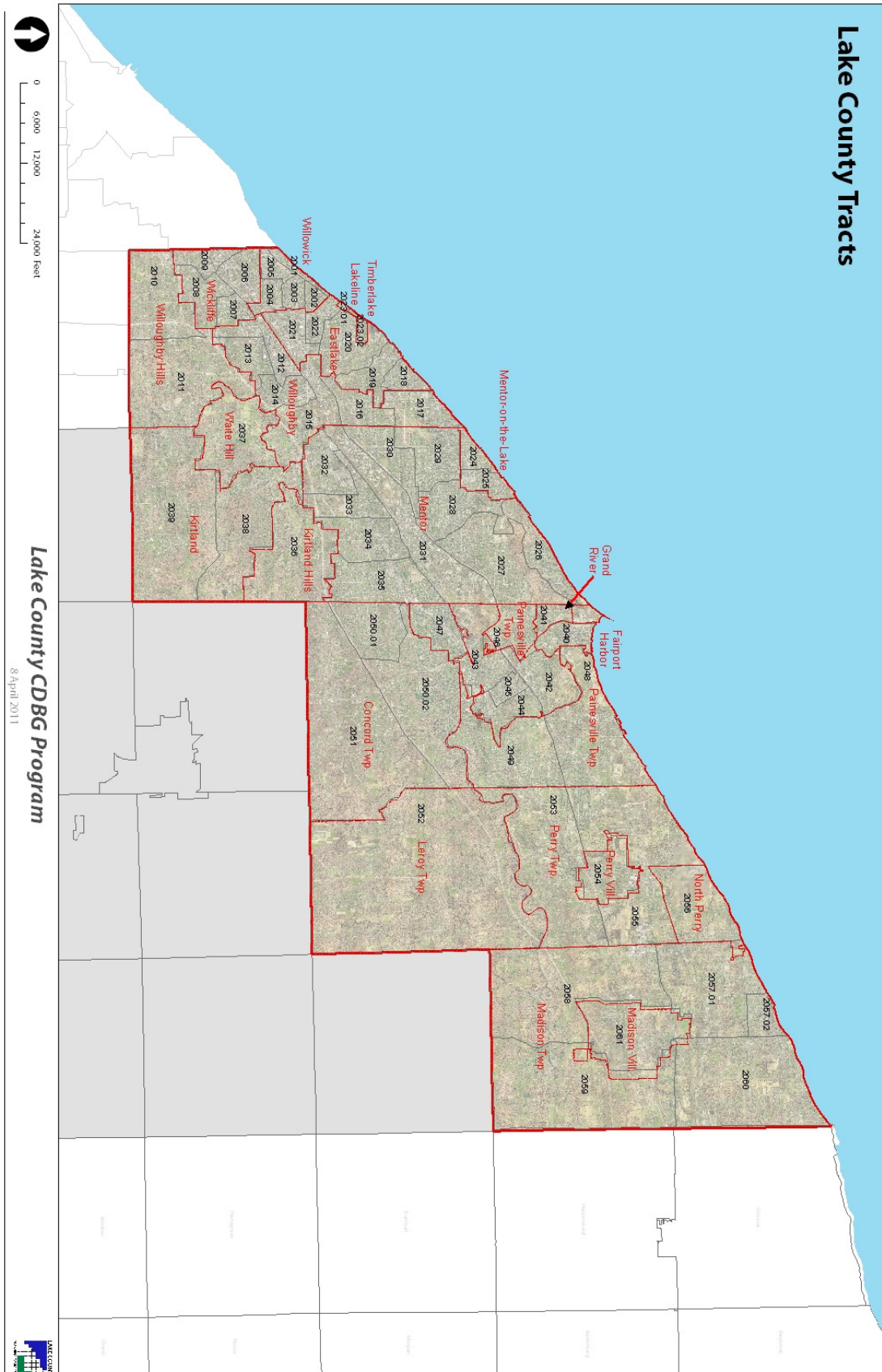
## HUD FY 10 INCOME LIMITS

			Lake County, Ohio							
FY 2010 Income Limit Area	<a href="#">Median Income</a>	FY 2010 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Lake County	\$64,800	<a href="#">Very Low (50%) Income Limits</a>	\$22,700	\$25,950	\$29,200	<b><i>\$32,400</i></b>	\$35,000	\$37,600	\$40,200	\$42,800
		<a href="#">Extremely Low (30%) Income Limits</a>	\$13,650	\$15,600	\$17,550	<b><i>\$19,450</i></b>	\$21,050	\$22,600	\$24,150	\$25,700
		<a href="#">Low (80%) Income Limits</a>	\$36,300	\$41,500	\$46,700	<b><i>\$51,850</i></b>	\$56,000	\$60,150	\$64,300	\$68,450

Source: huduser.org









General Application and CDBG Application Questions

Jason Boyd	440.350.2740	<a href="mailto:jboyd@lakecountyohio.org">jboyd@lakecountyohio.org</a>
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Fair Housing Questions

Marian Norman	440.350.2756	<a href="mailto:mnorman@lakecountyohio.org">mnorman@lakecountyohio.org</a>
Patricia Kidd	440.392.0147	

Section 3 Questions

Marian Norman	440.350.2756	<a href="mailto:marian.norman@lakecountyohio.org">marian.norman@lakecountyohio.org</a>
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WEBSITES

Community Development Block Grants

<http://www.hud.gov/offices/cpd/communitydevelopment/programs/entitlement>

US Census Data (use to complete application forms)

[factfinder.census.gov](http://factfinder.census.gov)

Lake County Geographic Information Systems (for maps)

[lakegis.org](http://lakegis.org)

Fair Housing Resource Center (resource for completing Fair Housing narrative)

[FHRC.org](http://FHRC.org)

Multi Family Affirmatively Furthering Fair Housing Marketing Plan – 12 pages

<http://www.hud.gov/utilities/intercept.cfm?/offices/adm/hudclips/forms/files/935-2a.pdf>

Single Family Affirmatively Furthering Fair Housing Marketing Plan - 5 pages

<http://www.hud.gov/offices/adm/hudclips/forms/files/935-2b.pdf>

HUD (Section 3 Information)

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/section3/section3](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/section3/section3)  
[http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_12048.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_12048.pdf) Section reporting form

**Factors to be Considered in Reviewing CDBG Application Requests**  
**STAFF USE ONLY**

Lake County will consider the following factors in reviewing application requests for funding. All projects will be first reviewed for national object compliance and activity eligibility.

1. Assessment of whether the project would meet a National Objective and quality of information provided to support National Objective compliance.

**Applications which do not meet this threshold will be ineligible.**

2. All required application materials have been submitted:

- a. Yes \_\_\_\_\_ (5 points)
- b. No \_\_\_\_\_ (0 points)

2. Readiness to Proceed with the project\*

- a. Ready to proceed at award of funds \_\_\_\_\_ (5 points)
- a. In planning stages \_\_\_\_\_ (3 points)

3. Total number of low and moderate income (LMI) persons served by the project.

- a. Over 100 \_\_\_\_\_ (5 points)
- b. 50 to 99 \_\_\_\_\_ (3 points)
- c. Less than 50 \_\_\_\_\_ (2 points)

4. Percent of low and moderate income persons within the project location or service area (see attached map).

- a. 0 – 42.2 % \_\_\_\_\_ (3 points)
- b. 42.21 – 100% \_\_\_\_\_ (5 points)

5. Leverage – the amount of other public and non-public funds committed directly to the proposed project.

- a. Applicant is providing 50% or more project cost \_\_\_\_\_ (5 points)
- b. Applicant is providing 20% or project cost \_\_\_\_\_ (3 points)
- c. Applicant is providing in-kind services \_\_\_\_\_ (2 points)

6. Past performance of the applicant, in particular, regarding unspent funds from prior program years.

- a. Capacity to carry out the service \_\_\_\_\_ (5 points)
- b. Program completed on time \_\_\_\_\_ (5 points)
- c. Funds expended \_\_\_\_\_ (5 points)
- d. Outcomes were met \_\_\_\_\_ (5 points)
- e. Reporting Requirements met \_\_\_\_\_ (5 points)

7. Delivery costs – the ratio of actual CDBG dollars delivered directly to the beneficiaries of the project as opposed to the total grant requested. Do grant funds provide service directly to the beneficiaries versus administrative/ operating costs?

- a. Services provided directly to the Beneficiary \_\_\_\_\_ (5 points)
- b. Funds utilized for operating costs \_\_\_\_\_ (3 points)

\* Will be partly evaluated on the answer provided throughout the application.